

Administrative Assistant

Position Details

Position Information

Position Title	Administrative Assistant
Department/Unit	Pediatrics
Research Project	Canadian Centre for Vaccinology
Location	Halifax
Posting Number	GP69-20
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1 year
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$41, 332 - \$45,014 per annum (37.5 hours per week)

About the Organization

An integrated, collaborative, interdisciplinary vaccine research team, the Canadian Center for Vaccinology (CCfV) is committed to developing, implementing and evaluating vaccine technologies and vaccines for infectious diseases that have a significant impact on Canadian and global health and training experts in these critical and evolving fields. Located in the IWK Health Centre in Halifax, the CCfV is a collaboration of Dalhousie University, the IWK Health Centre, and Nova Scotia Health Authority. For more information, please visit www.centerforvaccinology.ca

Job Summary

Reporting to the Chief Administrative Officer of the Canadian Centre for Vaccinology (CCfV), the Administrative Assistant provides administrative and communications support to CCfV and ongoing research studies.

Key Responsibilities

- Support CCfV and ongoing research studies with various administrative functions, such as communications, transcription, scheduling meetings and taking meeting minutes, etc.
- Support CCfV investigators in various administrative functions as they relate to research activities, including updating CVs and publications on an ongoing basis and assisting with research grant applications.
- Assist with the completion of research reports for internal and external stakeholders, and collect and maintain data for these reports during the year.
- Support employee onboarding by tracking CCfV IT assets and managing IT requests.
- Assist with space allocation and coordination of space modifications.
- Provide back up support to the CCfV Receptionist/Administrative Assistant.

Note

Qualifications

Undergraduate degree in Business Administration, Communications or related field with a minimum of two years experience in a research setting within a university, hospital, or comparable environment (or equivalent combination of training and experience) is required. Experience in academic administration is strongly preferred. Excellent oral and written communication skills, with advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, MS Project) and Adobe Acrobat required. Knowledge of Endnote software an asset. Working knowledge of grant applications and previous experience with academic CVs are considered assets. Strong interpersonal and communication skills, as well as excellent time management skills are required.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	10/26/2020
Close Date	11/09/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4562>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter